

## CHAPTER 6

### BOARD OF TRUSTEES

#### SECTION:

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**1-6-1: REGULAR MEETINGS:** The regular stated meetings of the Board of Trustees of the Village shall be held in the Chamber of the President and Board of Trustees at the Village Hall on the first and third Mondays of each and every month at seven o'clock (7:00) P.M., except when said meetings shall happen to be on a public holiday, in which case the Board of Trustees shall meet at the same hour on the next day following; and adjourned meetings may be held for the purpose of completing the unfinished business of the regular meetings at such time or times as may be determined by the Board of Trustees.

**1-6-2: SPECIAL MEETINGS:** Special meeting of the Board of Trustees may be called by the President or any three (3) Trustees, whenever in their discretion they may deem it necessary, in which event such meeting shall be called in the following manner: The President or three (3) Trustees, whenever in their discretion they may deem it necessary, shall file in the Village Clerk's office a statement in writing setting forth the object and purpose of such special meeting and directing the Village Clerk to give notice of the same. Upon the filing of such statement the Village Clerk shall cause to be served personally upon each member of the Board of Trustees or at his usual place of residence, a notice of such special meeting, setting forth the object and purpose thereof and the time of holding the meeting. No business other than that mentioned in the call shall be transacted at any such special meeting unless three-fourths (3/4) of all the members shall be present and vote.

**1-6-3: QUORUM:** A majority of the Trustees shall constitute a quorum to do business, but a smaller number may adjourn from time to time, and may compel the attendance of absentees under the provisions provided in this Code and State law.

**1-6-4: VOTE REQUIRED:** Every member of the Board of Trustees shall vote upon all questions in which they are not directly and personally interested, which may be brought before the Board of Trustees for its action in such manner as to require a vote to be taken thereon.

**1-6-5: YEAS AND NAYS:** The yeas and nays shall be taken upon the passage of all ordinances and on all propositions to create any liability against the Village or for the expenditure or appropriation of its money, and in all other cases at the request of any member which shall be entered on the journal of the proceedings; and a concurrence of a majority of all the members elected in the Board of Trustees shall be necessary to the passage of any such ordinance or proposition.

**1-6-6: PASSING OVER VETO:** No vote of the Board of Trustees shall be reconsidered or rescinded at any special meeting thereof unless at such special meeting there shall be present as many Trustees as were present when such vote was taken.

**1-6-7: ATTACH DOCUMENTS TO REPORTS:** Every committee of the Board of Trustees, in reporting upon any subject referred to it, shall attach to their report all papers or documents in the possession of the committee relative to the matter so referred.

**1-6-8: COMMITTEE REPORTS DEFERRED:** Any report of a committee of the Board of Trustees may be deferred for final action thereon to the next regular meeting of the same after the report is made, upon the request of any two (2) Trustees present.

1-6-9

1-6-10

**1-6-9: MUNICIPAL, FISCAL YEAR:**

- (A) Municipal Year: The municipal year of the Village shall commence on May 1 in each and every year.
- (B) Fiscal Year: The fiscal year of the Village shall commence on May 1 in each and every year.

**1-6-10: RULES AND REGULATIONS:**

Rule 1. The President shall take the chair at the hour appointed to meet, and immediately call the members to order. In case of a non-attendance of the President at any meeting of the Board of Trustees, such Board shall appoint one of their own number Chairman Pro Tem who shall preside at the meeting.

Rule 2. The order of business at regular or special meetings shall be as follows:

First, calling the roll.

Second, reading and adopting the minutes of the previous meeting.

Third, reports of officers and communications, which will always be in writing.

Fourth, reports of standing committees.

Fifth, reports of special committees.

Sixth, unfinished business.

Seventh, new business.

Eighth, miscellaneous business.

Ninth, presentation of claims.

Tenth, adjournment.